Meeting Minutes
July 22, 2015

Members Present
Teresa Lubbers, Scott Feeny, David Galvin, Jeff Hudnall, Steve Elliott, Andrew VanZee.

Members absent
None

Staff present
Linda Florey, Josh Metallic

Conference phone line
None

I.   Call to Order

Mr. Hudnall (sitting in for the Chair) called the meeting to order at 10:02 AM.

II.   Chair's Welcome and Report

Mr. Hudnall welcomed members, representatives, and guests. Mr. Hudnall called roll and a quorum was established. The minutes were presented from the April 22, 2015 meeting for approval. Ms. Lubbers motioned and Mr. Galvin seconded. The motion passed.

Mr. Hudnall announced that he has been working with the Governor's office to name an INK Governance Chair replacement and that should be announced this week.

III.   Opportunity for Public Comment

Mr. Hudnall indicated there were no sign-ups for public comment, but that there would be an opportunity, time permitting, at the end of the meeting for comments.

IV.   INK Research Agenda

Mr. Hudnall presented the INK Research Agenda to the committee members and mentioned that the document would be a living document that would need to be updated as needed. The agenda will start with 23 total questions with 7 of them being able to be answered sooner than the others due to data availability. Once new data are added to the INK system the other questions and new questions can be reprioritized and answered. Mr. Elliott mentioned that the resources should be balanced based on the priority of the questions. Mr. Hudnall agreed and said that the purpose of the research agenda is to focus on the value that the questions provide to the state of Indiana and who benefits most from the research.

Ms. Lubbers mentioned some of the questions had been previously answered as indicated on the list so there should be some type of note specifying that those questions have been

answered and will continue to be updated with new data on an annual basis for some reports. Ms. Lubbers also suggested that we focus on the achievement gap as a priority for answering the questions on the agenda.

Mr. Hudnall said he would work with the partner agencies on a timeline for adding data into the INK system so that more questions could be answered. Once data are in the system to answer the questions, the focus will be on the prioritized list of questions. Mr. Hudnall reiterated that the process will be fluid for updating the research agenda. Mr. Feeny suggested that the research agenda be added to the meetings as a standing business item. Mr. Galvin made a motion to accept the research agenda with the understanding that it will continue to be updated. Mr. Elliott seconded and the motion passed.

V.   **INK Process Flow**
Mr. Hudnall presented the INK Process Flow document to the members of the committee. The process flow is a more in-depth representation of the flow chart that was provided in the Governance Framework document. The document has been reviewed by the Research Advisory Group (RAG) and the Technical Advisory Group (TAG). Mr. Feeny said the document was detailed and organized well, but it would be a good idea to keep this version as an internal document and create a simplified version for a public facing chart. He also suggested we adjust the flow chart so that the data requesters are able to view the variables that will be included in INK's data query. Mr. Feeny added that he would like to see a document that would allow for the collection of the requesters' desired output format and allow for the ability of INK to review/validate that output.

Ms. Lubbers suggested that there could be separate levels of requests that could be expedited for approval. Mr. Feeny said there needs to be more representation of the private college process for opting in and out of reporting. Mr. Hudnall said he would set up a meeting with Mr. Feeny to go over the details to incorporate them into the process. Mr. Hudnall said the process flow document does not need to be approved, but was provided so members could see the detailed process that goes into the data request process.

VI.   **INK Project Update**
Mr. Hudnall gave an update on the INK project and the final document deliverable produced by Netlogx. A project charter was provided by Netlogx to give direction to the INK team on the next steps in developing the INK program. The INK team is working with partner agencies to develop the process for getting additional data into the INK system.

Mr. Feeny recommended that we extend the agreement with Indiana Business Research Center until the next meeting in October and should be discussed then.

VII.   **Staff Updates**
Mr. Hudnall said the Statewide Longitudinal Data System (SLDS) grant was extended for the Indiana Department of Education (IDOE). The grant will expire at the end of June 2016. The IDOE has applied for another grant that will be awarded in September 2015 if granted. Mr. Feeny asked for a copy of the INK projected budget for the calendar year to reflect when the current SLDS grant will end and when other funding sources will take over paying for INK.

Mr. Hudnall said he and Josh Towns of IDOE would be traveling to Kentucky in August to meet with the Federal DOE grant officer about the current grant extension.

VIII.   Adjourn

Mr. Hudnall reminded members of the next meeting on October 21, 2015 at 10:00AM.

Ms. Lubbers motioned to adjourn, Mr. VanZee seconded. The meeting adjourned at 11:09 AM.